



NIGP Tracking Application

Strategic Purchasing Division

v.1.0.0

How to Gain Access to the NIGP Application



NIGP Tracking Application

Strategic Purchasing Division

v.1.0.0

User ID

Password

LOGIN

[Don't have a User ID?](#)

[Forgot your password?](#)

This is the initial login screen. Please select 'Don't have a User ID' link to create a new department user account.

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NIGP Tracking Application

Strategic Purchasing Division

Welcome to NIGP Tracking

The Strategic Purchasing Division (SPD) of the Finance & Administration Department is responsible for administering NIGP codes that are used in the procurement of goods for the City. A department may submit requests containing multiple NIGP codes. SPD has up to seventy-two hours to fulfill a request for NIGP codes from a department once submitted. The NIGP Code is a four-level hierarchical classification system - class, item, group, detail. There are eleven digits in the full NIGP code, and all NIGP codes are bound to a corresponding SAP material number.

This site is for City of Houston employees only. The validation process requires you to specify your COH Employee Number and last 4 digits of your SSN. Make sure you are authorized to submit requests to SPD.

Your new account is subject to approval by the Administrator.

COH Employee Number

"example: e123456"

Last 4 digits of SSN

NEW USER FROM A COH DEPARTMENT

SPD EMPLOYEES ONLY

CANCEL

Enter the required data in
First two boxes and click
'New User From COH
Department'

NIGP Tracking Application

Strategic Purchasing Division

New User Personal Profile * Denotes a required Field.

First Name *

Last Name *

Phone * () -

E_mail *

Department * v

User ID Password *

Confirm Password *

User screen for creating the Profile.

NIGP Tracking Application

Strategic Purchasing Division

New User Personal Profile * Denotes a required Field.


First Name	*	<input type="text" value="JOHN"/>
Last Name	*	<input type="text" value="DOE"/>
Phone	*	(<input type="text" value="000"/>) <input type="text" value="000"/> - <input type="text" value="0000"/>
E_mail	*	<input type="text" value="JOHN.DOE@CITYOFHOUSTON.NET"/>
Department	*	<input type="text" value="Police [1000]"/>
User ID		<div><div>Police [1000]</div><div>Fire [1200]</div><div>Houston Emergency Center [1500]</div><div>Municipal Courts - Administration [1600]</div><div>Municipal Courts - Justice [1700]</div><div>Public Works and Engineering [2000]</div><div>Solid Waste Management [2100]</div><div>General Services [2500]</div><div>Houston Airport System [2800]</div><div>Housing and Community Development [3200]</div><div>Library [3400]</div><div>Parks and Recreation [3600]</div><div>Health and Human Services [3800]</div><div>Convention and Entertainment Services [4200]</div><div>Mayor's Office [5000]</div><div>Affirmative Action [5100]</div><div>City Council [5500]</div><div>Controller's Office [6000]</div><div>Finance [6400]</div><div>Administrative and Regulatory Affairs [6500]</div><div>Information Technology Department [6800]</div><div>Planning and Development [7000]</div><div>City Secretary [7500]</div><div>Human Resources [8000]</div><div>Legal [9000]</div><div>NIGP Team Only [SPD]</div></div>

Complete all required fields and select the appropriate department from the dropdown.

NIGP Tracking Application

Strategic Purchasing Division

New User Personal Profile * Denotes a required Field.

First Name	*	<input type="text" value="JOHN"/>
Last Name	*	<input type="text" value="DOE"/>
Phone	*	(<input type="text" value="000"/>) <input type="text" value="000"/> - <input type="text" value="0000"/>
E_mail	*	<input type="text" value="JOHN.DOE@CITYOFHOUSTON.NET"/>
Department	*	<input type="text" value="Houston Airport System [2800]"/> 

User ID	<input type="text"/>	Password	*	<input type="password" value="...."/>
		Confirm Password	*	<input type="password" value="...."/>

Enter password and confirm Password and then click save.

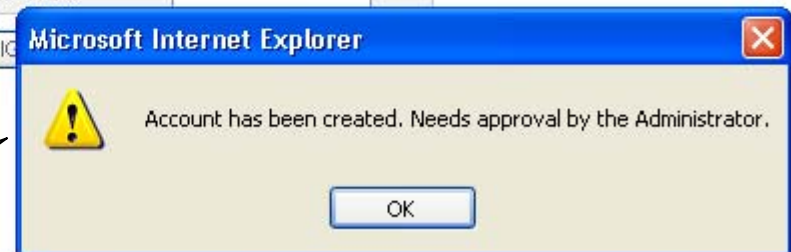
NIGP Tracking Application

Strategic Purchasing Division

New User Personal Profile * Denotes a required Field.

First Name	*	<input type="text" value="JOHN"/>
Last Name	*	<input type="text" value="DOE"/>
Phone	*	(<input type="text" value="000"/>) <input type="text" value="000"/> - <input type="text" value="0000"/>
E_mail	*	<input type="text" value="JOHN.DOE@CITYOFHOUSTON.NET"/>
Department	*	<input type="text" value="Houston Airport System [2800]"/>

User ID	<input type="text"/>	Password	*	<input type="password"/>
		Confirm Password	*	<input type="password"/>



After the save a popup Message shows up for the successful account creation. Once the administrator approve the account, user can login to access the system



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How to Submit a Request to Create NIGP Codes

The image shows a login interface for the NIGP Tracking Application. On the left, there is a background image of a desk with a laptop, glasses, and some papers. The main area has a yellow background. At the top, the title 'NIGP Tracking Application' is in large blue font, followed by 'Strategic Purchasing Division' in smaller grey font and 'v.1.0.0' in black font. Below this is a horizontal line. The login fields consist of 'User ID' and 'Password' labels next to white input boxes. A yellow callout bubble with a black border points to the 'User ID' field and contains the text 'Log in with employee ID and password'. Below the input fields is a 'LOGIN' button. At the bottom, there are two links: 'Don't have a User ID?' and 'Forgot your password?'.

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User ID

Password

Log in with employee ID and password

LOGIN

[Don't have a User ID?](#)

[Forgot your password?](#)

NIGP Tracking Application

Strategic Purchasing Division

Welcome: john doe

[Profile](#)

[FAQ](#)

[Contact Us](#)

[Logout](#)

[Home](#)

[Search](#)

[New Request](#)

Department

Houston Airport System (your requests)

Click here to begin
a new request

Houston Airport System (other requests)

RequestID	Date Submitted	Time Submitted	Requestor	Lines	Current Status	OccurredOn	ElapsedTime
317	05/15/2009	08:18:46		1	New Request		

Request Content Details

* Denotes a required field.

Detail Description *

Mfr. Part Number

Available Plants:

Plant

- ☐ 2001::PWE Central
- ☐ 2002::Traffic and Transportation
- ☐ 2003::Storm Sewer Maintenance
- ☐ 2004::PWE West Houston Center
- ☐ 2005::Public Utilities-Meter Shop
- ☐ 2006::PWE SW Quadrant

Warehouse

UOM *

[Click here to view material codes used by the City of Houston.](#)

3-Digit Class Code *

[You must Copy and Paste the exact code or description from this link.](#)
[Refer to the FAQ's for login information.](#)

Class Description *

5-Digit Item Code

Item Description

7-Digit Group Code

Group Description

11-Digit Detail Code

When creating a new request, all * (asterisk) marked are mandatory.

Request Contents

Houston Airport System

Put as much detailed information
as possible excluding brand name
and product #.

Request Content Details

Detail Description

TEST REQUEST FOR DEMO

Mfr. Part Number

Plant

Available Plants:

- ☒ 2001::PWE Central
- ☒ 2002::Traffic and Transportation
- ☐ 2003::Storm Sewer Maintenance
- ☐ 2004::PWE West Houston Center
- ☐ 2005::Public Utilities-Meter Shop
- ☐ 2006::PWE SW Quadrant

Selected Plants:

2001::PWE Central
2002::Traffic and Transportation

Warehouse

101::PWE Central Warehouse
102::Traffic and Transportn

UOM

BOX (Box)

[Click here to view material codes used by the City of Houston.](#)

3-Digit Class Code

633

[You must Copy and Paste the exact code or description from this link.](#)
[Refer to the FAQ's for login information.](#)

Class Description

TEST ITEM ONE

5-Digit Item Code

63344

Item Description

TEST ITEM ONE 5 DIGIT

7-Digit Group Code

6334455

Group Description

TEST ITEM ONE 7 DIGIT

11-Digit Detail Code

6334455

Click here to
save the data.

DELETE

SAVE

CANCEL

Request Contents

WITHDRAW FROM SPD

ADD NEW ITEM

SUBMIT TO SPD

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[New Request](#)

Department

Houston Airport System

Request ID=385 / Requestor=john doe

Request Contents

Line	Description	UOM	Class	Item	Group	Detail	Status
1	TEST REQUEST FOR DEMO	BOX	633	63344	6334455	6334455	New Item
		WITHDRAW FROM SPD		ADD NEW ITEM		SUBMIT TO SPD	

If no other items are needed, click submit to SPD and/or Add a New Item

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Welcome: john doe

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[New Request](#)

Department

Houston Airport System

Request ID=385 / Requestor=john doe

Request Contents

Line	Description	UOM	Class	Item	Group	Detail	Status
1	TEST REQUEST FOR DEMO	BOX	633	63344	6334455	6334455	New Request
				WITHDRAW FROM SPD	ADD NEW ITEM	SUBMIT TO SPD	

Click here to
withdraw the request
from SPD

NIGP Tracking Application

Strategic Purchasing Division

Withdraw Request

How do you want to withdraw your request?

Withdraw

Your request will be withdrawn from SPD, and returned to you. Its status will be reset to New Request.

Delete

Your request will be deleted.

WITHDRAW ONLY

DELETE

CANCEL

After the request is withdrawn, the status will change to new request for further modification

Select Delete to remove the request completely from the system

Line	Description	UOM	Class	Item	Group	Detail	Status
1	TEST REQUEST FOR DEMO	BOX	633	63344	6334455	6334455	New Item
				WITHDRAW FROM SPD	ADD NEW ITEM	SUBMIT TO SPD	

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Welcome: john doe

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[New Request](#)

Department

Houston Airport System (your requests)

RequestID	Date Submitted	Time Submitted	Requestor	Lines	Current Status	Elapsed Time
385	06/18/2009	16:08:30	john doe	1	New Request	0 Days 0 Hours 0 Minutes

Houston Airport System (other requests)

RequestID	Date Submitted	Time Submitted	Requestor	Lines	Current Status	OccurredOn	ElapsedTime
317	05/15/2009	08:18:46		1	New Request		

Current Status is
changed back to new
request